

## SOLID WASTE MANAGEMENT SUPERVISOR - 2550

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and intermediate administrative work managing solid waste refuse collection and recycling activities; does related work as required. Work is performed under regular supervision. Supervision is exercised over all division personnel.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

**Supervising the collection of solid waste and recyclables; collecting commercial solid waste; maintaining records; preparing reports.**

Plans, organizes, directs and supervises all activities of the Sanitation Division;

Coordinates the selling of recyclables;

Operates commercial collection truck;

Prepares reports on operations, accidents, activities and other reports requested;

Establish necessary records and files consistent with the management of the division;

Plans, leads and controls the efforts of subordinates in their duties to achieve maximum utilization of staff and equipment; assigns tasks to personnel;

Plans, organizes, and evaluates programs and plans and recommends staff and equipment for implementation;

Visits facilities and routes and inspects work of residential crews and recycling crews;

Checks landfill bills for accuracy;

Deals with the public and answers questions and complaints from citizens and commercial customers;

Assigns work to personnel; ensures safety procedures are followed;

Requisitions, interviews, and recommends personnel to fill vacancies;

Performs related tasks as required.

### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of solid waste collection requirements and procedures; thorough knowledge of materials, methods and practices of solid waste collection and recyclables; thorough knowledge of the types of recyclable materials; thorough knowledge of the various types of equipment used in the collection of solid waste and recyclables; thorough knowledge of the hazards and safety precautions of the work; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates and the general public.

### EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in solid waste collection and supervision.

### SPECIAL REQUIREMENTS:

Possession of Class B CDL driver's license valid in the State of North Carolina.